



Parking Implementation and Governance Committee Meeting Minutes

Meeting Date: Wednesday, December 19, 2018

Time: 8:00 to 9:00 am

Location: Town Manager's Conference Room, Town Hall Annex

Attendance: Adam Chapdelaine, Howard Muise, Jill Mirak, Linda Butt, Leland Stein, Daniel Amstutz, Phyllis Marshall, Joe Curro, Ali Carter, Darcy Devney

Meeting minutes: Minutes of 10/15/18 approved with Joe Curro abstaining.

Pay Station Management:

- a) **Meter Maintenance and Repair:** Phyllis Marshall explained that she had been able to get IPS to send out workers to get the pay stations and single-space meters repaired, but they only worked for about three weeks before they had issues again. She is drafting a letter to get quotes from companies to maintain and do more frequent regular collections on the pay stations and meters. This would replace the existing collections contract. She got pricing from one company that will do maintenance and collections for less cost than in the Town's current contract. The new contract could be in place as early as the end of January. More frequent collections should remove the issue with coin buildup in the meters and potentially lessen the amount of maintenance needed. She has also been working with IPS to get parts to repair existing meters.
- b) **Installation of New Meters on Broadway East of Franklin Street:** Marshall noted she has raised concerns with IPS customer service and had been assigned a more responsive contact with them. Given the number of issues with IPS and the meters that she has experienced, she said she was not sure about installing new IPS meters. Adam Chapdelaine said he did not want to install a different brand of meters with a different back end software from what has already been installed. In any case, new meters will not be installed until after winter is over. Joe Curro said the town should be moving towards a pay by phone system that other towns and cities in the region have. Marshall noted that the current software and ticket collection equipment owned by the town does not allow for pay by phone. The handheld equipment would need to be upgraded and the police department and parking enforcement needs to be consulted.

Parking Benefit District Report: Marshall presented a report showing the revenue from the parking meters for FY2019 and the 2018 calendar year. Projected revenues are expected to be about \$475,000, and expenses for operating the meters and enforcement running about \$275,000, leaving between \$150,000 to \$200,000 net from the parking meter revenue. The Parking Benefit District (PBD) fund is currently \$267,000. \$130,000 was approved for spending

by the 2018 Town Meeting. Chapdelaine noted additional reconciliation will be needed to clarify the numbers. Warrant articles for the next Town Meeting must be filed by February 1st.

Broadway Plaza: Ali Carter presented a plan developed by Crowley Cottrell Landscape Architects (CCLA) for Broadway Plaza. The proposed plan is to remove a number of granite walls, tree collars, and other pieces on the plaza and reorganize the space around the current location of the trees, which are generally healthy. Only one tree is unhealthy and needs to be removed. More benches will be added and the granite wall by Mass Ave will be replaced with planters. The full buildout cost is estimated to be approximately \$109,000. Curro asked about accessibility with this new layout. Carter explained the plaza will be much more accessible with more walking space. Jill Mirak suggested setting aside money for plaza maintenance for activities like sweeping around the trees and mulching the planters. Chapdelaine agreed that money should be set aside for plaza maintenance. Howard Muise asked about access to the bus stop in the proposed plan. Carter said this should be provided for as part of the reorganization but made a note to clarify this with CCLA. Mirak noted the plaza has drainage issues. Carter said addressing drainage is beyond the scope of this plan – that would be a much larger construction project. There was also a question about the access to the taxi stand in the proposed plan. Adding labels for where the businesses and doors are would be helpful, as well as labeling where the outdoor seating would be.

FY20 Budget: Chapdelaine noted that he and Marshall will continue to refine the PBD report and revenue projections. He recommended that the remainder of the proceeds of the PBD fund be allocated to the improvements to Broadway Plaza. He also recommended using future funding to go towards sidewalk repair in Arlington Center in conjunction with additional Chapter 90 funding they have received that is also going towards sidewalk repair. He suggested Carter should talk to the businesses in the Plaza about what they prefer as a construction schedule. He will talk to Mike Rademacher about a timeline for this project and potentially putting the Plaza improvements out to bid with the sidewalk repair work.

Next Meeting Dates: Monday, January 14, 8 am; Monday, January 28, 8 am